

Ludlow Council on Aging  
Meeting Minutes of 11-20-18

Meeting called to order by Vice-Chair, Frank Krzanik, at 4:30pm followed by roll call.

RECEIVED  
TOWN CLERK'S OFFICE

2018 DEC 21 P 2:59

TOWN OF LUDLOW

- I Roll call present: Lucille Carneiro, John DaCruz, Roz Forti, Helen Grabowski, Jan Grimaldi, Frank Krzanik, Nancy Pauze, Diane Peacey, Kara Ribeiro, Jodi Zepke.  
Excused Absent: Fred Lafayette, Sheena Santolini Observer: Jim Waskiewicz

II Secretary's Report:

- a. October Minutes: Read and accepted on m/s/c Kara Ribeiro and Diane Peacey.

III Treasurer's Report:

- a. FY19 budget: In good shape at 30%. Questions, none. Accepted on m/s/c Nancy Pauze and Roz Forti.

IV Director's Report:

- a. Staffing: We have a cook! Donna, who was previously in restaurant cooking, but is adjusting to our mass cooking style. Jodi is working with her in the kitchen every day and will continue to do so as she feels it to be necessary.

- b. Van and other issues: The coffee urn has been repaired! The van is dead! Jodi will be meeting with Capital Improvement re necessity of a new replacement van asap...one that can cover 75000 to 125000 miles daily as did our old now dead van. Report accepted on m/s/c Helen Grabowski and Nancy Pauze/

V Vice-chairman's Report:

- a. SCBC update: Today's scheduled meeting with town counsel, attorneys. Wmass and etc was cancelled. OPM Pallotta advises several companies requesting interest in the property and he will be addressing them and will also be ascertaining that no undesirable 'surprises' surface when digging begins in the fall. Any such undesirable surprises should not be our responsibility to resolve. Pallotta stands by his "Thanksgiving dinner will be served at new Ludlow Senior Center 2 years from this date!

VI Old/new Business:

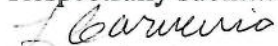
- a. Outreach Report: no report  
b. Committee reports: Roz reports the Policy Manual continues to be a work in progress.

VII School Corner, Jeff Laing, Liaison

- a. Update on school issues: Jeff Laing absent

VIII Adjournment: Meeting adjourned on m/s/c Nancy Pauze and Kara Ribeiro

Respectfully submitted



L. Carneiro, Secretary

# NOVEMBER Outreach Report

My schedule for the month of November is as follows:

RECEIVED  
TOWN CLERK'S OFFICE  
2018 DEC 21 P 2:59  
TOWN OF LUDLOW

Interactions:	Duplicated	Unduplicated
Office:	159	84
Home:	2	2

Total Interactions for Nov. is 161 duplicated and 86 unduplicated.

## Categories:

Applications:	69
Case Management:	16
Financial:	4
Health Benefits:	43
Medical Assist:	5
New Clients:	20
Wellness Check:	4

Council on Aging	NOVEMBER	FY-2019	Target	
SALARIES	BUDGETED	EXPENDED	BALANCE	EXPENDED
DIRECTOR	72,884.00	30,808.15	42,075.85	43%
PROG. COORD.	41,803.00	17,916.28	23,886.72	43%
ACTIVITIES DIR.	38,342.00	9,486.53	28,855.47	25%
DISPATCHER	31,245.00	13,486.26	17,758.74	43%
COOK	31,016.00	8,577.69	22,438.31	28%
VAN DRIVER	32,636.00	12,570.58	200,065.42	39%
S-2 CLERK	16,547.00	5,563.23	10,983.77	20%
OUTREACH COORD.	37,507.00	16,519.33	20,987.67	44%
OUT OF GRADE	300.00	180.00	120.00	60%
DRIVER - TEMP	0.00	0.00	0.00	0%
VAN DRIVER, PT	19,985.00	7,041.85	12,943.15	35%
PERSONAL DAY	2,422.00	576.35	1,845.65	24%
HOLIDAY	10,092.00	5,815.02	4,276.98	58%
LONGEVITY	3,450.00	700.00	2,750.00	20%
VACATIONS	15,869.00	7,180.42	8,688.58	45%
INCENTIVE	2,442.00	1,492.33	1,003.87	62%
<b>TOTAL PERSONAL</b>	<b>356,540.00</b>	<b>137,914.02</b>	<b>218,680.18</b>	<b>39%</b>
<b>GEN EXPENSES</b>				
VEH REPAIR	6,880.00	3,194.35	3,685.65	46%
COPIER MAINT	0.00	0.00	0.00	0%
OFFICE EQUIP MAINT	0.00	0.00	0.00	0%
POSTAGE	200.00	0.00	200.00	0%
TELEPHONE	0.00	0.00	0.00	0%
OTHER SERVICE	200.00	0.00	200.00	0%
GASOLINE	10,000.00	2,502.06	7,497.94	25%
OFFICE SUPPLY	800.00	237.80	562.20	30%
VEHICLE SUPPLY	0.00	0.00	0.00	0%
FOOD SUPPLY	38,150.00	16,831.77	21,318.23	44%
OTHER SUPPLY	1,300.00	0.00	1,300.00	0%
CONF/TRAVEL	400.00	411.36	(11.36)	103%
DUES/MEMBERSHIP	925.00	0.00	925.00	0%
			0.00	
<b>TOTAL EXPENSES</b>	<b>58,855.00</b>	<b>23,177.34</b>	<b>35,677.66</b>	<b>39%</b>
<b>TOTAL BUDGET</b>	<b>407,662.00</b>	<b>161,091.36</b>	<b>246,570.64</b>	<b>40%</b>
EOEA GRANT	57,000.00	9,800.51	47,199.49	0%

RECEIVED  
TOWN CLERK'S OFFICE  
2018 DEC 21 12:59  
TOWN OF LIBERTY



<b>COUNCIL ON AGING</b>	<b>FY-2019</b>	<b>NOVEMBER</b>		
<b>REVENUE SOURCE</b>	<b>CURRENT</b>	<b>PREVIOUS</b>	<b>TO DATE</b>	
NUTRITION	\$4,152.00	\$14,612.00	\$18,764.00	
TICKET SALES	\$527.00	\$1,824.00	\$2,351.00	
OTHER	\$0.00	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$4,679.00</b>	<b>\$17,268.00</b>	<b>\$21,947.00</b>	
<b>NUTRITION</b>				
	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>
# MEALS SERVED	2210	2407	1893	2145
# DAYS SERVED	21	23	21	22
DAILY AVERAGE	105	105	90	98
# UNDUPLICATED	316	316	271	264
	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>	<b>FEBRUARY</b>
# MEALS SERVED	1964			
# DAYS SERVED	19			
DAILY AVERAGE	103			
# UNDUPLICATED	306			
	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
# MEALS SERVED				
# DAYS SERVED				
DAILY AVERAGE				
# UNDUPLICATED				

RECEIVED  
TOWN CLERK'S OFFICE  
2018 DEC 21 P 2:59  
TOWN OF LUDLOW